

## TOWN OF PARADISE VALLEY

### BUILDING PERMIT APPLICATION INFORMATION

1. A separate application is required for each type of structure (i.e. main house, detached guest house, ramada, fence, outdoor fireplace, etc.)
2. A demolition permit must be obtained, if applicable, before issuance of building permit.
3. Proof of fire protection coverage for Rural Metro Fire Services will be required upon submittal of all building permit applications. Coverage certification may be obtained from Rural Metro Customer Service at 480-627-6200.
4. Verification of the existing water meter size and installation date from the water company will be required for properties that are on **existing** Paradise Valley sewer. Water meter verification may be obtained from the appropriate water company:
  - Arizona American Water Co: 800-383-0834
  - City of Phoenix Water Services Dept: 602-261-8000
  - Berneil Water Co: 480-947-5044
5. A written dust control plan is required for all building permits (per Town Code 5-13-1). If the area disturbed has a total surface area of 0.10 acres (4,356 SF) or more, a Dust Control Permit must be obtained from Maricopa County Environmental Services Department (602-506-6700). A copy of this permit must be submitted before issuance of the building permit.
6. A Contractor's Annual or One-Time "Bond Exemption Certificate" is required for each application with a job value of \$50,000.00 or more. If you have any questions regarding this certificate, contact the Arizona State Department of Revenue at 602-542-4576 or 1-800-634-6494. (Not applicable on Owner Builder applications)
7. A septic permit or septic approval from Maricopa County Environmental Services is required for installation of a new septic system, or for the addition of bedrooms/guest houses and/or increased fixture count. Applicants should apply with the County well in advance. You may contact Maricopa County Environmental Engineering at 602-506-6666.
8. New structures may be required to have fire sprinklers. Existing structures that undergo a 50% "structural" renovation, remodel or addition may need to be retrofitted with fire sprinklers (not to include flooring, cabinets and non-structural changes). For further information contact the Town Fire Marshal at 480-348-3570. After the building permit has been issued, fire sprinkler plans must be submitted to Rural Metro for review and approval. For more information, please contact:

Sandra Sue Chelius  
Rural Metro Fire Department, Fire Prevention  
4141 E. Granite Reef Road, Suite 100  
Scottsdale, AZ 85251  
(480) 627-6610

9. Two complete sets of stapled plans are required. (Minimum size 24" x 36" and maximum size 36" x 42"). Plans must be drawn to scale. All dimensions must be shown on the plans.
10. Plans reviewed in-house and containing livable square footage require an architect and/or engineer stamp (registered in the State of Arizona) on **each** sheet of all plans. It is recommended that each sheet of plans that are outsourced for review be stamped, and this may be required at the discretion of the plan reviewer.
11. A complete site plan of the property showing all existing structures, proposed new construction, their dimensions, and their setbacks distance from the property lines. All existing right-of-ways, washes and easements (drainage, sewer, public utilities) must be shown on the site plan.

The site plan for fence applications **must** show all watercourses, washes, arroyos, drainage easements, etc. Wall/fences are not allowed in washes or drainage easements. There shall be a 10-foot separation between a subdivision or retaining wall and fence/walls to allow for maintenance of landscaping.

12. For fence/wall and accessory structure permit application submittals, Applicant must provide a topo map **or** a letter of acknowledgement indicating that these structures will not be placed in any wash, retention basin, or drainage easement.
13. Complete foundation plan with detail sections including all rebar to be used.
14. Sections and details of anchoring the walls to the foundation and for anchoring the roof to the walls.
15. Complete wall and roof framing plan.
16. Two (2) sets of Truss Calculations OR a signed Truss Deferral Form with third set of plans.
17. Complete details for all masonry work including steel rebar locations and size.
18. Plumbing with isometric detail for gas, waste and vent, and including water meter size.
19. Electric floor plan with electrical loads and calculations.
20. Elevations of the building or structure must be shown including height dimensions. Height regulations vary based on type of structure and zoning district. Please refer to the Town Zoning Ordinance for the appropriate height restrictions.
21. The total floor area, the area under roof added to the floor area of any second story, must be listed on the site plan. The total floor area includes, in addition to the main building or premises, all area under roof in accessory buildings (such as gazebos, ramadas, and other accessory buildings), and certain courtyard areas (see Town Zoning Ordinance). Fully subterranean portions of a building are excluded from the floor area calculation. This total square foot area shall not exceed 25% of the square foot area of the lot (except for R10

Zoning). This is called the “Floor Area Ratio.” The floor area ratio percent must also be included on the building site plan.

22. If adding accessory building(s), the total square footage of main residence and the total square footage of all accessory buildings (existing and proposed) must be shown as separate items on the building site plan. The total square footage of **all** accessory buildings cannot be more than 50% of the total ground area of the main residence.
23. Indicate if this is a Hillside lot with a building site slope of 10% or greater. For Hillside lots, please contact Bill Mead at 480-348-3694 to discuss the proposed new construction before submitting the building permit application. It may be necessary to go through Hillside Committee Review prior to applying for a permit.
24. All projects valued at \$25,000 or greater will be outsourced for plan review (except pools, spas, water features, fence walls, and sport courts, which will be reviewed in-house). See Plan Review Process section for more information.
25. Please note there are additional requirements for new house or remodel projects with a value of \$150,000 or greater.
26. Prior to first footing inspection of any type, all property pins and property lines shall be identified.

**CALCULATIONS TO FIND VALUE OF CONSTRUCTION**

Following are the minimum values. Actual value shall include structural, electrical, plumbing, mechanical, interior finish, normal site preparation, architectural and design fees, overhead and profit. Value may be adjusted by the Town to reflect the actual market value.

LIVEABLE	\$120.00 PER SQUARE FOOT
GARAGE	\$ 39.00 PER SQUARE FOOT
STORAGE AREAS	\$ 39.00 PER SQUARE FOOT
COVERED PATIO, ENTRY AND CARPORT AREA	\$ 25.00 PER SQUARE FOOT
FENCES	\$ 30.00 PER LINEAR FOOT

Interior remodel calculations are based upon one-half of the actual per square foot value. Conversions (changing the use of an existing area) are valued using the per square foot value of the proposed use less the per square foot value of the existing use.

BBQ = \$4,000  
KIVA FIREPLACE = \$5,000  
WATER FOUNTAIN = \$1,000  
WATER FEATURE = \$2,500

TABLE 1-A—BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours (minimum charge—two hours)	\$47.00 per hour <sup>1</sup>
2. Reinspection fees assessed under provisions of Section 305.8	\$47.00 per hour <sup>1</sup>
3. Inspections for which no fee is specifically indicated (minimum charge—one-half hour)	\$47.00 per hour <sup>1</sup>
4. Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour)	\$47.00 per hour <sup>1</sup>
5. For use of outside consultants for plan checking and inspections, or both	Actual costs <sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

## TOWN OF PARADISE VALLEY PLAN REVIEW PROCESS

All building permit applications require a plan review. Currently, the Town of Paradise Valley has two types of plan review: Out-Sourced reviews and In-House reviews.

### **OUT-SOURCED REVIEWS**

Projects valued at \$25,000 or greater are out-sourced for plan review. The applicant may choose from the following private review firms: Brown & Associates, BJY Phoenix or Madara Engineering. Upon submittal, a review fee is required. Checks **MUST BE MADE PAYABLE TO THE PRIVATE PLAN REVIEW FIRM**. There are two types of out-sourced reviews: expedited and standard.

#### **Standard Review**

- Each review (including re-submittal of redlines) takes approximately 15 business days
- The initial standard review fee is 50% of the building permit fee.
- The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$65.00 per hour.
- Upon completion of outsource plan review, an in-house quality control review is performed. The quality control review takes 5 – 7 business days.
- Upon issuance of permit, the quality control review fee equivalent to 15% of the building permit fee will be collected.

#### **Expedited Review**

- Each review (including re-submittal of redlines) takes approximately 7 business days
- The initial expedited review fee is 100% of the building permit fee.
- The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$130.00 per hour.
- Upon completion of outsource plan review, an in-house quality control review is performed. The quality control review takes 5 – 7 business days.
- Upon issuance of permit, the quality control review fee equivalent to 15% of the building permit fee will be collected.

If a grading and drainage plan is required, a site confirmation inspection shall be performed by the private review firm prior to plan review completion. The inspection will require full access to all exterior yard spaces. The fee for the inspection will be \$65.00 per hour for a Standard inspection and \$130.00 per hour for an Expedited inspection. The hourly fees are due and shall be paid directly to the plan reviewer after the site visit has been completed.

Outsource plan reviewer will deal directly with applicant for any redlined corrections and subsequent re-submittals.

Review of revisions to permitted projects are charged at an hourly rate of \$65 for standard and \$130 for expedited.

## **IN-HOUSE REVIEWS**

Projects valued at less than \$25,000 will be reviewed in-house. All livable space projects require an Arizona registered architect's or engineer's stamp on each sheet. Regardless of the value: pool, fence, water feature, tennis court, sport court, outdoor fireplace, and BBQ applications may be reviewed in-house.

Upon submittal, a plan review fee is required. Checks for in-house reviews shall be made payable to the Town of Paradise Valley (Credit and Debit Cards are NOT accepted). The in-house review fee is 65% of the building permit fee. The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$65.00 per hour. All redlined plans and all paperwork must be resubmitted along with the corrected set of plans. The initial review and subsequent reviews, if required, may take between 7 – 15 business days. Once plans are approved, additional time may be required to process the permit.

Review of revisions and re-stamps are charged at a rate of \$65.00 per hour.

Demolition permits are reviewed in-house. The fee is \$65 for a partial demolition and \$130 for a complete demolition of a single-family residence. The review fee covers up to two plan reviews. Additional reviews will be charged at a rate of \$65.00 per hour.

## **DURATION OF PERMITS**

Permits will be released only to the applicant or authorized representative. All owner/builder projects require a notarized letter of authorization from the owner.

Permits are valid for 180 days from the date of issuance. An inspection must be requested within every 180 days to keep the permit valid. When a permit expires the applicant may renew the permit provided:

- Applicant pays 50% of the original permit fee if applicant is not revising the approved plans or if the applicable Town codes have not changed.
- Applicant pays 100% of the original permit fee if applicant is submitting revisions to the approved plans or if the applicable Town codes have changed requiring a revision to the approved plans.

If one year passes between inspections, the permit is null and void, and a new permit application must be submitted.

A final inspection must be performed on every permit.

If there are any questions regarding the plan review process, please contact the Community Development Department at (480) 348-3692.